

# CALIFORNIA HORSE RACING BOARD

## JOB OPPORTUNITY FOR OFFICE ASSISTANT (TYPING)



Visit our Website at [www.chrb.ca.gov](http://www.chrb.ca.gov)

**TENURE/TIMEBASE:** Permanent/Full time  
**FILE BY:** MAY 26, 2006

**LOCATION:** Sacramento  
**SALARY:** Range A \$2,003.00 - \$2,435.00  
Range B \$2,172.00 - \$2,641.00

### HOW TO APPLY:

In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678) and a copy of a typing certificate to:

**California Horse Racing Board**  
**Attn: Personnel Office – Sally Metcalf**  
**1010 Hurley Way, Suite 300**  
**Sacramento, CA 95825**  
**(916) 263-6015**

### POSITION DESCRIPTION:

The OSU provides walk-in and telephone receptionist support for the headquarters office; provides centralized filing and word processing support; opens and distributes mail; prepares all outgoing mail for delivery; photocopies and distributes monthly Board meeting notices and related meeting material; orders office supplies; helps maintain copier and fax machines; and provides other clerical support as needed.

Under the direct supervision of the Business Services Officer I (Supervisor), the Incumbent is the primary receptionist for the California Horse Racing Board (CHRB) Headquarters Office and provides other clerical assistance as needed.

### REQUIRED/DESIRABLE CHARACTERISTICS:

- Typing test or typing certification that indicates the ability to type 40 words per minute.
- Ability to work independently; follow verbal and written directions; be well organized.
- Personal computer experience utilizing Microsoft Word; Outlook; and Internet Explorer.
- Experience using a multi-line telephone.
- Must be able to interact courteously with the public and co-workers.
- Must be reliable, dependable, mature, a quick learner, and have good attendance.
- Must be willing to work Monday through Friday.

### ADDITIONAL INFORMATION:

You are eligible to apply if you are currently in the Office Assistant (Typing) classification; on the State Restriction of Appointment (SROA) list for the same or a comparable classification; or a surplus employee in the same or comparable classification and transferable; have reinstatement eligibility; or on the current Office Assistant (Typing) eligible list.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony, or any gambling-related offense, therefore all employees are subject to a background check.

Questions about the position may be directed to Denise Craig, Business Services Officer, at (916) 263-6021.

CALIFORNIA STATE GOVERNMENT \* AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Final File Date: May 26, 2006

Release Date: May 1, 2006

CALIFORNIA HORSE RACING BOARD

**OFFICE ASSISTANT (TYPING)  
OFFICE SERVICES UNIT**

DUTY STATEMENT

Under the direct supervision of the Business Services Officer I (Supervisor) the incumbent acts as the primary receptionist for CHRB Headquarters, and provides other clerical assistance as needed.

<b><u>% of Time</u></b>	<b><u>Duties</u></b>
40%	Acts as telephone/front counter receptionist for CHRB headquarters. As telephone receptionist, answers and screens telephone calls in order to direct caller to appropriate staff person. When appropriate, personally answers or provides assistance to caller. As front counter receptionist, greets walk-in clients and provides assistance or directs the person to the appropriate staff person.
30%	Assists with opening, sorting, and distributing mail; Operates the postage machine; determines the appropriate postage for mail; and ensures all daily out-going mail is mailed timely and properly. Prepares all packages for overnight delivery service.
30%	Other duties as necessary, including but not limited to: <ul style="list-style-type: none"><li>• Provides filing, typing and general clerical assistance to CHRB staff.</li><li>• Assists with compiling, photocopying, collating, and distributing monthly CHRB Board/Committee meeting notices and materials.</li><li>• Coordinating service/maintenance calls on photocopies and other office equipment.</li></ul>